

IOWA DEPARTMENT OF ADMINISTRATIVE SERVICES ▼

HUMAN RESOURCES ENTERPRISE

LOTTERY VICE PRESIDENT, FINANCE-CFO

DEFINITION

Supervises Lottery's Finance Division and directs its financial, operational planning and policy practices; serves as the agency's liaison with lending institutions and the financial community; performs other duties as assigned.

The Work Examples and Competencies listed are for illustrative purposes only and not intended to be the primary basis for position classification decisions.

WORK EXAMPLES

Supervises, interviews, hires and trains employees; plans, assigns and directs work; appraises performance; rewards and disciplines employees, addresses complaints and resolves problems and represents management at labor union grievance hearings.

Develops/implements management policy, including budgeting, finance, jackpot funding, purchasing, systems management, and risk management; reviews/approves financial statements before release and addresses legislative inquiries/provides financial impact data regarding proposed legislation.

Advises the CEO, the board of directors, and other senior management members of appropriate courses of action in system finance, including development/operations, financial policies/procedures, budgeting, purchasing/procurement matters, revisions to lottery rules/regulations and revenue collection procedures.

Maintains liaison with senior management of major vendors to meet overall contract performance requirements; establishes bonding requirements for major contracts and reviews SEC reports of major vendors; serves as primary contact with regulatory, tax authorities, external auditors, industrial and professional groups.

Sets criteria for all major procurements, and participates in the evaluation of the resulting proposals; develops special reports for major retailer chains to create operational efficiencies and make the Lottery a preferred supplier; negotiates all liquidated damages with vendors.

Participates in the development of new lottery games from design through system delivery, including policies, procedures, operational approaches and statistical review; designs/runs Monte Carlo simulations and investigates game anomalies to determine if it is statistical, or if other factors are involved; provides analyses of the potential of various gaming technologies and authorizes printing of instant games.

Confers with CEO and other management personnel to discuss changes in goals or objectives of the Lottery's business plan; directs the Lottery's risk management and insurance programs.

Designs data processing programs to ensure adequate flexibility to meet functionality needs and to respond to all users; reviews all agency systems and procedures to ensure appropriate levels of budgetary/accounting integrity and performs non-routine financial assessments (e.g., buy or lease decisions for major procurements).

Coordinates lottery activities with other state data processing, administrative, accounting, and fiscal entities and monitors/maintains proper credit and collection policies; advises top management and other interested personnel of potential problems.

COMPETENCIES REQUIRED

Knowledge of the principles and practices of supervision.

Knowledge of advanced business and accounting practices.

Knowledge of the principles of modern algebra and advanced statistical theory.

Knowledge of procurement procedures.

Knowledge of product delivery systems analysis.

Knowledge of the State's accounting procedures.

Skill in staff and budget management.

Skill in the application of principles of logical or scientific thinking to a wide range of intellectual and practical problems.

Skill in the manipulation of complex formulas, scientific equations, graphs, etc.

Skill in the principles of modern algebra and advanced statistical theory.

Skill in effective negotiation techniques.

Skill in the use of various computer software applications including word processing and spreadsheets.

Ability to understand data with a variety of abstract and concrete variables.

Ability to read, write, analyze, and interpret complex documents.

Ability to write speeches and articles using original or innovative techniques or style on controversial or complex topics for top management, public groups, and/or board of directors.

Ability to respond effectively to sensitive inquiries or complaints.

Displays high standards of ethical conduct. Exhibits honesty and integrity. Refrains from theft-related, dishonest or unethical behavior.

Works and communicates with internal and external clients and customers to meet their needs in a polite, courteous, and cooperative manner. Committed to quality service.

Displays a high level of initiative, effort and commitment towards completing assignments efficiently. Works with minimal supervision. Demonstrates responsible behavior and attention to detail.

Responds appropriately to supervision. Follows policy and cooperates with supervisors.

Aligns behavior with the needs, priorities and goals of the organization.

Encourages and facilitates cooperation, pride, trust, and group identity. Fosters commitment and team spirit.

Expresses information to individuals or groups effectively, taking into account the audience and nature of the information. Listens to others and responds appropriately.

EDUCATION, EXPERIENCE, AND SPECIAL REQUIREMENTS

Graduation from an accredited college or university with a bachelor's degree in accounting and ten years related experience in management or supervision and a Certified Public Accountant.

NOTE:

Positions in this class are exempt from the screening and referral requirements of the Iowa Department of Administrative Services – Human Resources Enterprise. Apply directly to the Iowa Lottery Authority.

Effective Date: 10/05 DF